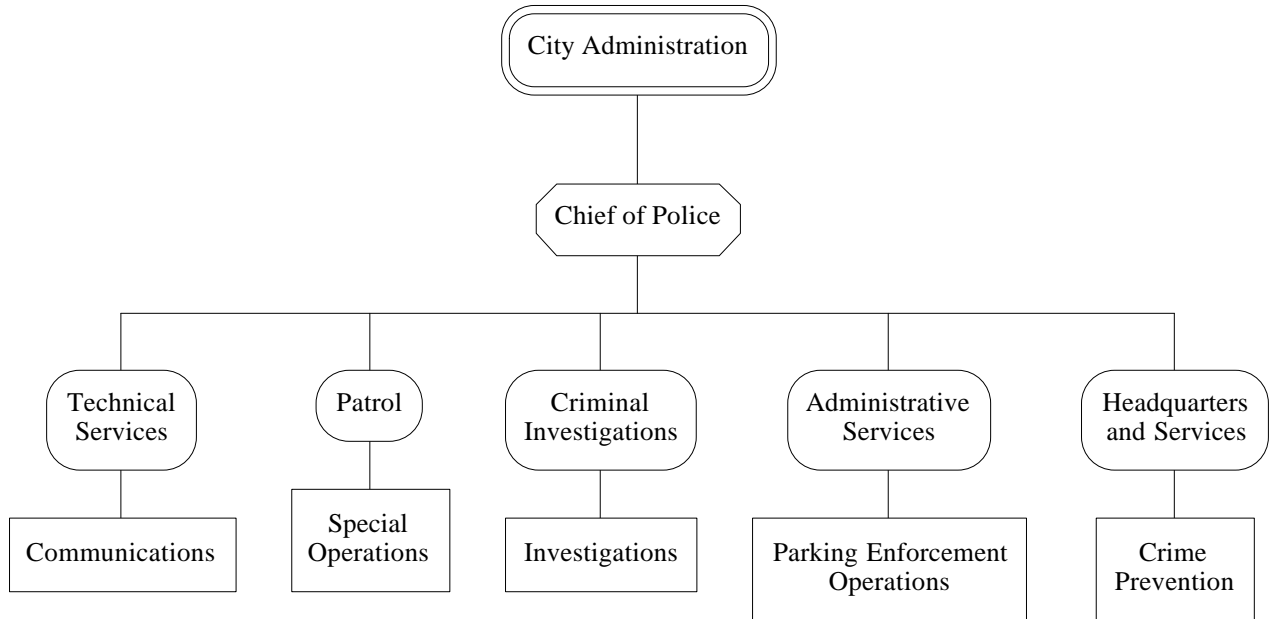


# CITY OF ANNAPOLIS

## Police Department

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### Organization Chart



## Police Department

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### Fund Support:

General Fund

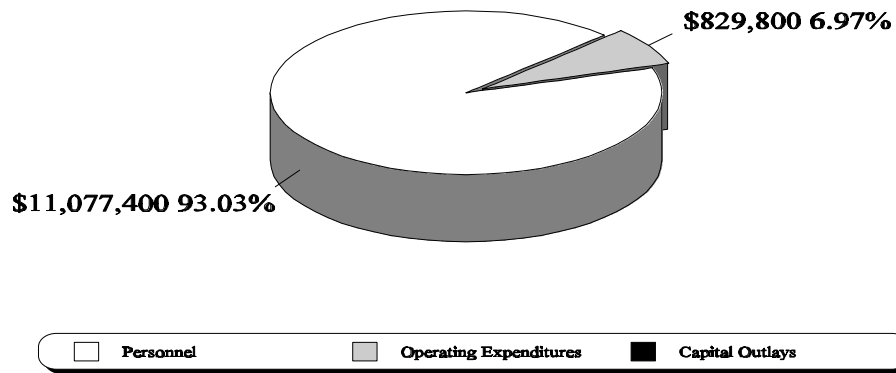
### Description:

The Annapolis Police Department, one of the oldest law enforcement agencies in the State of Maryland, was founded on June 17, 1867 and has been in continuous service ever since. Its primary mission is to preserve life, protect property and maintain peace, advancing the quality of life in Annapolis by ensuring the community's livability, safety and security. The Patrol Section of the Operations Division provides continuous 24-hour patrol of city streets and answers calls for service from citizens. The Special Operations Section provides traffic control, K-9 service, summer marine patrol of the harbor, bicycle patrol, and houses the Neighborhood Enforcement Team. The Criminal Investigations Division is composed of the Major

Crimes Section, The Vice and Narcotics Section, The Asset Forfeiture Unit, the Crime Lab and Liquor Inspection Unit. The Administrative Services Division is responsible for recruiting, selecting, hiring and training sworn and civilian personnel, budgeting and purchasing, statistical crime analysis, Uniform Crime Reporting and D.A.R.E. The Division also houses the Parking Operations Unit which is responsible for enforcement of parking regulations and meter collection throughout the City. The Community Services Section disseminates information to the media, oversees the Block Watch program, and provides advice on crime prevention to community associations. The Technical Services Division oversees radio dispatch, records, information systems management and building maintenance. The Staff Inspections Unit is responsible for periodic inspections of all departmental functions and for the accreditation process.

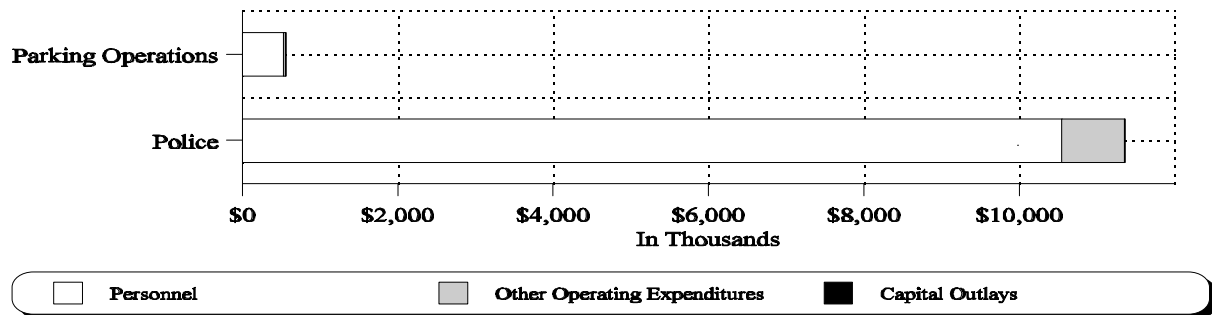
<i>Budget Summary</i>	<i>FY 2001 Actual</i>	<i>FY 2002 Adopted</i>	<i>FY 2003 Adopted</i>	<i>Percent Change</i>
Police	\$9,908,760	\$10,544,820	\$11,351,900	7.65%
Parking Operations	406,700	465,540	555,300	19.28%
<b>Department Total</b>	<b>\$10,315,460</b>	<b>\$11,010,360</b>	<b>\$11,907,200</b>	<b>8.15%</b>

### Police Department *Budget By Expenditure Type*



### Expenditure Graphs

### Police Department *Budget By Division*



## Police Department Staffing Summary

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	<i>FY 2001 Actual</i>		<i>FY 2002 Adopted</i>		<i>FY 2003 Adopted</i>	
	<i>Perm</i>	<i>Temp</i>	<i>Perm</i>	<i>Temp</i>	<i>Perm</i>	<i>Temp</i>
Police - Civilian	30	0	29	0	29	0
Police - Uniformed	128	0	128	0	127	0
Parking Operations	12	0	12	0	13	0
<b>Department Total</b>	<b>170</b>	<b>0</b>	<b>169</b>	<b>0</b>	<b>169</b>	<b>0</b>

### Staffing Summary By Position - FY 2003 Permanent Positions

	<u>Total FTE</u>		<u>Total FTE</u>
<i>Police:</i>		<i>continued</i>	
Office Associate II . . . . .	1	Police Communications Operator II . . . . .	3
Office Associate III . . . . .	1	Police Communications Operator . . . . .	9
Office Associate IV . . . . .	1	Police Records Coordinator . . . . .	1
Police Records Specialist . . . . .	3	Police Property Supervisor . . . . .	1
Administrative Office Associate . . . . .	1	Police Planning Analyst . . . . .	1
Purchasing Clerk . . . . .	1	Police Identification Specialist . . . . .	2
Community Services Specialist . . . . .	1	Automotive Technician . . . . .	1
Director of Emergency Management . . . . .	1	Warrant Control Clerk . . . . .	1
Police Chief . . . . .	1	Information Systems Analyst . . . . .	1
Police Major . . . . .	1		
Police Captain . . . . .	4	<i>Parking Operations:</i>	
Police Lieutenant . . . . .	7	Director of Parking and Traffic . . . . .	1
Police Sergeant . . . . .	14	Parking Enforcement Officer I . . . . .	9
Police Corporal . . . . .	15	Parking Enforcement Officer II . . . . .	1
Police Officer 1/C . . . . .	50	Meter Collector/Auto Maintenance II . . . . .	1
Police Officer . . . . .	34	Meter Collector/Auto Maintenance I . . . . .	1

## Police Department

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Police Department

General Fund

### Services:

- The Patrol Division provides primary response to crime scenes, accidents, and calls for service. It handles the most preliminary investigations, but may follow a case to its conclusion. Patrol officers provide both routine patrol and preventive patrol to protect lives and property of citizens. They handle arrests, traffic control and enforcement and numerous order-maintenance activities such as domestic disputes, landlord-tenant complaints, and management-customer disputes. The Section has implemented a community-oriented policing program wherein officers are assigned to posts for a minimum period of twelve months. This is intended to better serve the citizens of Annapolis by familiarizing officers with neighborhood problems and concerns and better acquainting the officers and the citizens they serve.
- The Traffic Unit is responsible for selective enforcement of traffic laws, investigation of major accidents, traffic control and influencing public awareness of traffic safety.
- The Canine Unit is composed of three handler/canine teams. Their function is to provide a highly mobile, specially trained canine support to line patrol units. These teams are used to detect, locate, and apprehend criminal offenders who attempt to elude arrest, and to promote a positive image to the general public through demonstrations and displays of the police canine team.
- The Marine Unit provides a police presence on the waterways surrounding Annapolis in order to safeguard lives and property of boaters.
- It is the mission of the Technical Services Division to provide support services to the Police Department and the public. The Division is comprised of the Communications Section, which is responsible for all radio, telephone, and

other communications services, to include maintenance and repair; the Records and Identification Section, which is responsible for the maintenance, disposition, and storage of criminal records; the Property Section, which is responsible for the fleet, facilities maintenance and repair, property and evidence receipt, storage and disposition, uniform, equipment and supply issuance; and the Information Systems Unit, which is responsible for providing computer support and repair to the entire Police Department.

### Goals:

The mission of the Annapolis Police Department is to preserve and advance the quality of life in Annapolis by ensuring the community's livability, safety and security. The Department is committed to providing the highest standards of police service through adherence to the values of honesty, integrity and the respect of human dignity to all.

The organizational goals of the Annapolis Police Department are to:

- Maintain professionalism in every facet of our operations and maintaining only the highest levels of personal integrity.
- Preserve democracy and freedom by protecting the constitutional rights of all.
- Develop and actively build a strong community partnership to help with the identification and solution of neighborhood problems.
- Establish a mutual trust within the community through honest deeds and actions.
- Motivate people to take a proactive approach to improving their quality of life.

## Police Department

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- continued -

### Objectives:

- To deploy officers so that response time to emergency calls is kept to 3.5 minutes or less.
- To provide a minimum of 325 hours of foot patrol per month by members of patrol assigned to units other than foot patrol.
- Provide maximum coverage of all shifts.
- Enhance officer/community cooperation through officer participation in community meetings and activities.
- Enhance police presence in high crime areas through the assignment of NET officers.
- Impact upon illegal drug activity in problem areas through proactive efforts and referrals.
- Impact upon quality of life/nuisance crimes in neighborhoods, and the Historic District.
- Reduce reportable accidents by 5%.
- Respond effectively to community traffic safety concerns.
- Increase citations written by 5% in order to

maintain traffic safety.

- Answer incoming 911 calls within ten seconds.
- Maintain Department fleet at 95% operation.

### Accomplishments:

- Trained citizens about crime prevention and community relations in more than 1,065 presentations.
- Garnered more than \$295,000 in grant money targeting specific crime areas or issues.
- Provided tactical support for 93 special events.
- Enlisted an active Auxiliary Police Force and Volunteer Program that donated more than 1,166 volunteer service hours.
- Provided 975 hours of Neighborhood Watch Training programs.
- Provided 4,920 hours of training to Departmental employees, sworn and non-sworn.
- Began an initiative to provide outreach to the Hispanic community in crime prevention and victim's services.

## Police Department

- continued -

### Performance Indicators:

	<i>FY 2001</i> <u>Actual</u>	<i>FY 2002</i> <u>Adopted</u>	<i>FY 2003</i> <u>Goal</u>
Average response time to scene of "911" calls (minutes) . . . . .	3	3.5	3.5
Number of hours of foot patrol performed by Patrol . . . . .	851	950	1,000
Number of community meetings or activities attended . . . . .	326	350	350
Number of drug arrests made . . . . .	297	350	350
Number of reportable accidents . . . . .	461	527	651
Number of citations written . . . . .	4,338	525	525
Average time (in seconds) to answer 911 system . . . . .	5	10	10
Percentage of vehicles available . . . . .	95	96	96
Number of requests from Patrol responded to by Canine Unit . . . . .	2,383	1,450	1,450

<i>Budget Summary</i>	<i>FY 2001</i> <i>Actual</i>	<i>FY 2002</i> <i>Adopted</i>	<i>FY 2003</i> <i>Adopted</i>	<i>Percent</i> <i>Change</i>
Personnel	\$8,748,310	\$9,743,150	\$10,549,640	8.28%
Other Operating Expenditures	995,840	784,370	802,260	2.28%
Capital Outlays	164,610	17,300	0	-100.00%
<b>Total Expenditures</b>	<b>\$9,908,760</b>	<b>\$10,544,820</b>	<b>\$11,351,900</b>	<b>7.65%</b>

## Parking Operations

Police Department

General Fund

### Description:

Regulate on-street parking spaces, enforce municipal parking code and collect parking fines and fees.

Maintain and service parking meters.

### Services:

- Patrol metered spaces in the downtown area.
- Patrol and enforce residential parking restrictions.
- Collect parking meter revenue.

### Goals:

- Enforce all municipal parking codes.
- Provide practical solutions for temporary parking needs.
- Safeguard municipal receipts.

### Objectives:

- Patrol each residential and metered space in accordance with code.

### Accomplishments:

- Put parking meter preventive maintenance plan into effect.
- Issued 29,655 parking citations.

<i>Budget Summary</i>	<i>FY 2001 Actual</i>	<i>FY 2002 Adopted</i>	<i>FY 2003 Adopted</i>	<i>Percent Change</i>
Personnel	\$384,040	\$437,990	\$527,760	20.50%
Other Operating Expenditures	22,660	27,550	27,540	-0.04%
<b>Total Expenditures</b>	<b>\$406,700</b>	<b>\$465,540</b>	<b>\$555,300</b>	<b>19.28%</b>